



monster

Government Solutions

QuickHire. Xi

Applicant Training

How to Apply to Jobs

What is USAJOBS

- USAJobs is an OPM computer system that advertises federal jobs on the internet.
- Agencies are required to advertise open jobs on USA Jobs.

Difference between Monster and Avue

- AVUE is the system that Human Resources used to use to keep track of job announcements.
 - Employees could log onto Avue to apply for jobs or apply manually, depending upon the job announcement.
- Monster is the new system that HRSD will use to keep track of job announcements.
 - Employees will be able to log onto USAJobs to find jobs and will be transferred directly to Monster to apply for jobs if applying online is required in the job announcement.
 - You only need one password!
 - You only have to remember one website!

USAJOBS – LOG IN



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)



Become a My USAJOBS member

Take control of your job search and career today!

[Create your account now!](#)

With your USAJOBS membership, you can:

- * **Post your resume online**
Let recruiters contact you or keep your resume private.
- * **Apply to Federal government jobs**
Find jobs you want and get your resume in the right hands.
- * **Receive automated job alerts**
Create Job Agents for updates on the latest listings.

Existing Users Log In
Here:

Username:

Password:

[Log Me In!](#)

Did you forget your
[Username and/or](#)
[Password?](#)

New users must first
register with USA Jobs



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Employer Services](#) | [Contact Us](#) | [Privacy Act and Public Burden Information](#)

PERSONAL INFORMATION



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

Create New Career Center Account

* Required Information

*First Name
Middle Name
*Last Name

Complete personal information
including user name and password.

* Indicates a required field.

*Home Address
Home Address 2
*City/Town
*State/Province
*Postal/ZIP Code
*Country
*Email

What is your email
format preference? ☒ HTML ☐ Text

*Username Use between 4 and 20 characters

*Password Use between 4 and 20 characters

*Re-enter Password

Password Question

Your Answer

To help remember and protect your password, supply a personal "hint" by
selecting a Password Question and answering it below.

*Are you a U.S. Citizen? ☐ Yes

☐ No

What is your email
format preference?

☒ HTML ☐ Text

Continue to complete registration
form.

*Username

jjohnson

Use between 4 and 20 characters

*Password

•••••

Use between 4 and 20 characters

*Re-enter Password

•••••

Password Question

What is the name of your favorite pet?



Your Answer

oddie

To help remember and protect your password, supply a personal ""hint"" by selecting a Password Question and answering it below.

*Are you a U.S. Citizen? ☒ Yes

☐ No

If you are not a U.S. citizen, please provide country of citizenship:

Country of citizenship:

United States of America

Do you claim veterans' preference?

*[Veterans' Preference](#)

☒ No

☐ 5-point preference based on active duty in the U.S. Armed Forces

☐ 10-point preference for non-compensable disability or a purple heart

☐ 10-point preference based on a compensable service-connected disability of 10 percent but less than 30 percent

☐ 10-point preference based on spouse, widow, widower, or mother preference

☐ 10-point preference based on a compensable service-connected disability of 30 percent or more

Click submit when finished.

Submit

Cancel



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)

[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)

[Employer Services](#) | [Contact Us](#) | [Privacy Act and Public Burden Information](#)



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

Veterans' Preference

Since the time of the Civil War, Veterans of the Armed Forces have been given some degree of preference in appointments to Federal jobs. Recognizing that sacrifices are made by those serving in the Armed Forces, Congress enacted laws to prevent veterans seeking Federal employment from being penalized because of the time spent in military service.

By law, veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns are entitled to preference over non-veterans both in hiring from competitive lists of eligibles and in retention during reductions in force.

Preference does not have as its goal the placement of a veteran in every vacant Federal job; this would be incompatible with the merit principle of public employment. Nor does it apply to promotions or other in-service actions. However, preference does provide a uniform method by which special consideration is given to qualified veterans seeking Federal employment.

Preference applies in hiring through the competitive examining process, for most excepted service jobs, and when agencies make temporary appointments or use direct hire and delegated examining authorities from the U. S. Office of Personnel Management.

General Requirements for Preference

To be entitled to preference, a veteran must meet the eligibility requirements in section 2108 of title 5, United States Code. This means that:

- A discharge or release from active duty in the armed forces under honorable conditions (i.e., an honorable or general discharge from active duty in the armed forces) is necessary.
- Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless they are disabled veterans.

Done

Internet

start



4 Microsoft Offic...

USAJOBS - Accou...

http://www.usajo...

Call Logging - [Wo...

Microsoft PowerP...



8:59 AM

Monday

6/19/2006

USAJOBS – CREATE A RESUME



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

[Log Out](#)

Jack Johnson, Welcome to Your Personal Career Center Home Page

Find everything you need to manage your career development.

▶ MY RESUMES

[Create a New Resume](#)

▶ MY JOB SEARCH AGENTS

Get your job search agent results here.

[Create New Agent](#)

After creating a "User Account", applicants Must build a resume online using USAJobs Resume Builder.

Current Profile Info

Jack Johnson

Email:
jajohnson@hotmail.com

If you're not
Jack Johnson,
[click here](#)

Has your email address
changed? Have you
moved? [Click here](#) to
update your account
profile.

Last on:



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

CREATE A RESUME – GETTING STARTED



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

[Log Out](#)

[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

Resume Builder

1. **Getting Started**
2. Experience
3. Related Information
4. Finishing Up



**Preview
your Resume**
as you build it!

PLEASE NOTE:

Fields with an asterisk (*) are **required fields**.

For **Help** and **more information** in each section, click the after each title.

TIP: Creating a new resume? Wondering what Federal recruiters will see? View a sample resume before creating your own. Take a look!



Click to see a
Sample Resume

Getting Started

[Experience](#)

[Related Information](#)

[Finishing Up](#)

PLEASE NOTE: Fields with an asterisk (*) are **required fields**. Click on the after each title for **more information**.

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Confidentiality

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches. [Learn more.](#)

☐ Confidential ☒ Non-Confidential

Candidate Information

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more.](#)

* **Name Your Resume**

[What is this?](#)

* **First Name**

Middle Name

* **Last Name**

* **Social Security Number**

[Why is this required?](#)

* **Home Address**

Home Address 2

GETTING STARTED

Confidentiality

Choose **confidential** to hide your contact information, current employer name (your current job is defined by an end date of 'present'), and references, from recruiters performing resume searches. If your resume is confidential, recruiters who find your resume will contact USAJOBS and we will forward the recruiter's message to the email address you've provided. If you apply online with a confidential resume, ALL information will be visible to the recipient.

Note: If you wish to hide your entire resume from recruiters performing resume searches, select the **non-searchable** option when you reach the Finishing Up page.

Privacy Policy

USAJOBS will not disclose to any third party your name, address, e-mail address or telephone number without your prior consent, except to the extent necessary or appropriate to comply with applicable laws or in legal proceedings where such information is relevant.

For more information, see our [Privacy Policy](#)

Candidate Information

In this section you'll enter your resume title and contact information. See below for additional information on selected fields:

Name Your Resume

Enter a name for your resume that is meaningful to you. Your resume title is never seen by recruiters and is only there for you to keep track of your resumes.

Social Security Number

Executive Order 9397 (November 22, 1943) requires that any person doing business with the Federal government must furnish a Social Security Number or tax identification number. We must have your Social Security Number (SSN) to identify your records because other people may have the same name and birth date. The Office of Personnel Management may also use your SSN to make requests for information about you from employers, schools, banks, and others who know you, but only as allowed by law or Presidential directive. The information we collect by using your SSN will be used for employment purposes and also for studies and statistics that will not identify you. Providing your SSN or any other information is

resume? Wondering what Federal recruiters will see? View a sample resume before creating your own. Take a look!



Click to see a
Sample Resume

Middle Name

* **Last Name**

* **Social Security Number**

 [Why is this required?](#)

* **Home Address**

Home Address 2

* **City/Town**

* **State/Province**

* **Postal/ZIP Code**

* **Country**

* **Email**

* **Day Phone**

--- Select ---

--- Select ---

* **Are you a U.S. Citizen?** ☒ Yes ☐ No

* **Do you claim veterans' preference?** ☐ Yes ☒ No [Does this apply to me?](#)

Selective Service

☐ Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

Federal Employee Information ?

* **Are you or were you ever a permanent Federal civilian employee?** ☐ Yes ☒ No

SAVE FOR LATER

NEXT

Click Next to go to
Step 2: Experience



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)
[FAQs](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

Sample Resume

Below is a sample resume that shows the type of information that can be included on your completed resume. You'll find more tips on each section as you build your resume. Please note Sample resume for demonstration purposes only.

Social Security Number information required for government use is **only available** to authorized federal personnel.

[Click here](#) to show an updated version of your resume.

A. Job Seeker
1000 K Street, NW
Apartment Y
Washington, DC 20412
Mobile: 703-555-9876
Day Phone: 703-555-6789
Email: a19@inet.com

Contact Information
Everything recruiters need to reach you!
Privacy settings let you decide who sees your resume.

Social Security Number: 123-45-6789

Country of citizenship: United States of America

Veterans' Preferences: 5-point preference based on active duty in the U.S. Armed Forces

Registered for Selective Service:

Contact Current Employer: Yes

DESIRED LOCATIONS: US-CA-Los Angeles

WORK EXPERIENCE **Management Consulting Inc.** **2/2002 - Present**
Alexandria, VA **Salary: 34,000 USD Per Year**
Hours per week: 40

Project Manager

Manage complex projects and programs. Develop Project Plans, dependencies, staffing requirements, staffing activities. Work with requirements. Engage in Business process implementation. Develop communications campaigns. Budget, manage project management systems (BAMS). Make regular decisions through the execution requirements and gain control.

Work Experiences
Showcase your career!
Highlight duties performed, level of complexity, tools used, other details.

Director's Award for Excellence (Contact Supervisor: Yes, Supervisor's Name: John Smith, Supervisor's Phone: 703-555-1234)

EDUCATION **University College**
New York, NY US
Bachelor's Degree - 7/2002
120 Semester Hours

Education

Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the Office of Personnel Management's Operating Manual.

JOB RELATED TRAINING

REFERENCES

and Certifications:

currently used 2 years

1,234

STEP 2 - EXPERIENCE



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

[Log Out](#)

[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

Resume Builder

1. Getting Started
- 2. Experience**
3. Related Information
4. Finishing Up



**Preview
your Resume**
as you build it!

Getting Started

Experience

Related Information

Finishing Up

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

Work Experience ?

Note: If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches. [Learn more.](#)

* Employer Name	Merger, Inc.		
* Employer City/Town	Alexandria		
* Employer State/Province	Virginia		
* Employer Country	US		
* Formal Title	HR Admin Specialist		
* Start Date	May	1999	
* End Date	Present		
Salary	55,000	USD	Per Year
* Average Hours per week	40		
May we contact your supervisor?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Is this a Federal Position?	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Put "present" here to make the resume confidential.

* Duties, Accomplishments and Related Skills

Responds to employee requests for information concerning policies, procedures, and benefits.

Verifies and processes employee payroll information and authorizes payroll to make appropriate deductions, etc.

Maintains a complete and accurate employee database in the

Duties, Accomplishments and Related Skills

- For a handy list of the duties in your current job, see your current position description.
- A copy of your current position description is available:
 - From your supervisor, or
 - From Human Resources

☐ Other

Honors

Select 

Relevant Coursework, Licensures and Certifications

(You have 2000 characters remaining for your description...)

 **ADD EDUCATION**

OR

☐ **I have no relevant education.**

Job Related Training

List the titles and completion date of training courses that are relevant to the position you are seeking.

(You have 2000 characters remaining for your description...)

(max. 2,000 characters)

 **PREVIOUS**

SAVE FOR LATER 

NEXT 

Click Next to go to
Step 3: Related Info



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)
[FAQs](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

STEP 3 – RELATED INFORMATION



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

[Log Out](#)

[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

Resume Builder

1. Getting Started
2. Experience
3. **Related Information**
4. Finishing Up



**Preview
your Resume**
as you build it!

Getting Started

Experience

Related Information

Finishing Up

The sections below are optional. However, if you choose to complete a section you must enter all required (*) fields.

References ?

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more.](#)

* Name	<input type="text" value="John Myers"/>
Employer	<input type="text" value="Merger, Inc."/>
Title	<input type="text" value="HR Manager"/>
* Phone	<input type="text" value="703-321-1234"/>
Email	<input type="text"/>
* Reference type	<input checked="" type="radio"/> Professional <input type="radio"/> Personal

[+ ADD REFERENCE](#)

PROFESSIONAL – someone who you've worked for or who knows your work, preferably a former supervisor.

PERSONAL – anyone else.

Additional Language Skills ?

Languages Spoken	<input type="text" value="Spanish"/>
Spoken:	<input type="radio"/> None <input type="radio"/> Novice <input type="radio"/> Intermediate <input checked="" type="radio"/> Advanced
Written:	<input type="radio"/> None <input type="radio"/> Novice <input type="radio"/> Intermediate <input checked="" type="radio"/> Advanced

you are seeking. It will not exclude your resume from consideration.

What type of work will you be willing to accept?

- | | | | |
|--|--|---------------------------------|---------------------------------------|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Temporary | <input type="checkbox"/> Term | <input type="checkbox"/> Intermittent |
| <input type="checkbox"/> Detail | <input type="checkbox"/> Temporary Promotion | <input type="checkbox"/> Summer | <input type="checkbox"/> Seasonal |
| <input type="checkbox"/> Federal Career Intern | <input type="checkbox"/> Student Career Experience | | |

What type of work schedule will you be willing to accept?

- | | | |
|---------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Shift Work |
| <input type="checkbox"/> Intermittent | <input type="checkbox"/> Job Share | |

Desired Locations ?

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

Please select the Desired Location(s) you are willing to work in.
(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State then Locale(s) Click arrow to add ('X' to delete)

Delaware
District of Columbia
Federated States of Mic
Florida
Georgia
Hawaii
Idaho

All District of Columbia
Washington/Metro



Show locations for this region:

[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#)
[Caribbean and Central America](#) | [Middle East](#)

PREVIOUS

SAVE FOR LATER

NEXT

Click Next to go to
Step 4: Finishing Up



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)
[FAQs](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

Availability

What type of work are you willing to consider?

Use this optional section to provide recruiters with more information on the type of position you are seeking. Check all that apply.

See below for work type definitions:

Permanent: Appointments with no time limitation. If the permanent appointment is on a full time or part time work schedule, you are eligible for all benefits and entitlements. You are entitled to earn leave (vacation and sick time), as well as have retirement, and you can take advantage of the Government's health benefits and life insurance coverage. In most cases, you are eligible to compete for promotion and other career opportunities in both the agency in which you were hired and in other Federal agencies.

Temporary: Non-permanent appointments filled for 1 year or less. However, these appointments may be extended for an additional year, up to a total of 2 years. A temporary appointment does not lead to competitive or permanent status nor are you entitled to retirement or other benefits. However, if your appointment is extended to a second year, you will be eligible to participate in the Federal Employees Health Benefits Plan (FEHB). If you choose to enroll, you will pay the full cost of enrollment.

Term: A Federal term position is one that is non-permanent, but lasts more than one year. Term positions normally may last for up to four years. Employment is automatically terminated on the expiration date of the appointment. A term appointment does not lead to permanent or competitive status. If the term appointment is on a full time or part time work schedule, you are eligible for all benefits and entitlements. You are entitled to earn leave (vacation and sick time), as well as have retirement, and you can take advantage of the Government's health benefits and life insurance coverage.

Intermittent: If you are on an intermittent appointment, you do not have an established work schedule, but only come to work when you are specifically asked to do so. You are only paid for the hours you actually work. As an intermittent employee, you may be on a permanent, term, or temporary appointment.

Detail: A special type of temporary assignment applicable to someone who is already an employee of the Federal government. In many cases, you are only eligible for consideration for detail opportunities if you are already employed by the organization in which the detail is offered. If you are detailed, you are assigned to different set of duties for a specified period of time, but continue to be paid at the rate of pay associated with your permanent position.

STEP 4 – FINISHING UP



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

[Log Out](#)

[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

Resume Builder

1. Getting Started
2. Experience
3. Related Information
4. **Finishing Up**



**Preview
your Resume**
as you build it!

Getting Started

Experience

Related Information

Finishing Up

PLEASE NOTE: Fields with an asterisk (*) are required fields. Click on the ? after each title for more information.

Spell Check ?

We highly recommend that you spell check your resume. A professional resume shows your attention to detail and can give you a competitive edge!

 **SPELL CHECK**

Make Searchable ?

Activating your resume will allow recruiters to find your resume during resume searches.

ACTIVATE RESUME 

Activate resume to begin
applying for jobs.

OR

Save your resume. To make future changes to your resume, click Manage Resumes on your My USAJOBS homepage.

SAVE FOR LATER 

Make Searchable

https://my.usajobs.opm.gov/help/index.asp?ma=/ResumeBuilderWizard.asp&qs=page=3 - Microsoft Internet Explorer

tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American: A person having origins in any of the black racial groups of Africa. Terms such as 'Haitian' or 'Negro' can be used in addition to 'Black or African American.'

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, 'Spanish origin,' can be used in addition to 'Hispanic or Latino.'

Native Hawaiian or other Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Make Searchable

Activate Resume
Choose **Activate** if you want Federal recruiters performing resume searches to be able to find your resume. If a recruiter is interested in your resume, they will contact you via the email address you provided in the Candidate Information section.

Save for Later
Choose **Save for Later** if you do not want Federal recruiter performing resume searches to be able to find your resume. **Note:** Choosing this option does not affect your ability to apply online for job announcements.

Confidential Resumes
If your resume is confidential, and you choose Activate Resume, recruiters performing resume searches will be able to find your resume, but your contact information, current job, and references, will be hidden. Recruiters who wish to contact you will send an email message to USAJOBS and we will forward the recruiter's message to the email address you provided in Candidate Information.

Spell Check
We highly recommend that you spell check your resume prior to activation to ensure its professional appearance. To complete this section, click the spell check button. Each section of your resume will be spell-checked and you'll have an opportunity to correct any errors.

[Close Window](#)

start

Microsoft Office... USAJOBS - Micro... https://my.usajob... Call Logging - [Wo... Microsoft PowerP...

Internet

71° 9:06 AM Monday 6/19/2006

APPLICANT'S RESUME LISTINGS



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

Click "Search Jobs" to
Begin application process

[Log Out](#)

USAJOBS' Resume Builder allows you to create a uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Resume Listings and Activity

Tips on Managing Your Resumes

[Resume 1: USA JOBS 123](#)

[Preview](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

Status: Searchable
[Make Not Searchable](#)
Expiration Date: 2/26/2007

Note that your resume has
been saved to a file and
can be viewed and edited

Create a New Resume

Click "Make Not Searchable"
to make the resume
not searchable

This resume will be
unavailable in 180 days
unless you edit it or renew
before then.

Tips

Searchable: Make your resume searchable to let us find it during resume searches.



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Contact Us](#) | [Privacy Act and Public Burden Information](#)

from to OR from to **Applicant Eligibility**

Are you a:

- Permanent Federal employee in a competitive position, excepted service position covered by an interchange agreement or eligible for reinstatement?
- Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- Person with non-competitive appointment eligibility?

☒ No ☐ Yes**Show Jobs Posted:**

All Jobs

Sort Results by ☒ Key Word Relevance ☐ Date**View Description** ☒ Detailed ☐ Brief **SEARCH FOR JOBS**[Search for Jobs](#)**Resume Builder**

If you would like to post a resume on USAJOBS to apply online, or would like to edit your posted resume, our simple [Resume Builder](#) will help in a few short steps.



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)[FAQs](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)[Employer Services](#) | [Contact Us](#) | [Privacy Act and Public Burden Information](#)**JOBS IN DEMAND**

You may be the person we are looking for. [Find the latest here!](#)

TIPS AND TOOLS**Career Interests Center**

Assess your skills and [interests to match](#) potential career opportunities.



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

Basic Search

Agency Search

Series Search

Advanced Search

Senior Executive Search

Search only for jobs within selected Federal government agencies. Please enter an agency name in the text box below or select a sub agency or organizational component from the drop down list below.

Enter a Department/Agency Name ⓘ

(example: "Department of Education", "General Services Administration", "National Park Service", or "FAA") [More Tips](#)

Search jobs by using the Location and Job Category Search areas

Or, Select a Department, Independent Agency, Bureau or Organizational Sub-Component ⓘ

For multiple selections, hold down **Ctrl** (Command for Macs) while clicking selections.

----- Select all -----

- Agency For International Development
- AGRICULTURE, DEPARTMENT OF
 - Agricultural Marketing Service
 - Agricultural Research Service
 - Animal & Plant Health Inspection Service
 - Co-operative State Research, Education & Extension Service
 - Departmental Administration

Location Search ⓘ

For multiple selections, hold down **Ctrl** (Command for Macs) while clicking selections.

FEATURED JOB

The U.S. Department of State-Iraq Jobs

The U.S. Department of State is seeking qualified consultants for temporary duty in Iraq. U.S. Citizens only.



FEATURED EMPLOYER

U.S. Army Test and Evaluation Command Are you looking for a challenge? Then join the best - ATEC is the premier test and evaluation organization within DoD.



TX APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary ...[\[more\]](#)

Health
Inspection
Service

Vacancy Ann. #: 6VS-2006-0019
Who May Apply: Status Candidates
Pay Plan: GS-0326-05/05
Appointment Term: Temporary
Job Status: Full-Time
Opening Date: 6/12/2006
Salary: From 28,349.00 to 36,856.00 USD per year

6/19/2006 [Secretary \(Office Automation\)](#)

Location: Edinburg, TX Plant Protection and Quarantine, Aircraft and Equipment Operations APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to pa ...[\[more\]](#)

Agriculture,
Animal & Plant
Health
Inspection
Service

US-TX-
Edinburg, TX

28,349.00+

Vacancy Ann. #: 24PQ-2006-0008
Who May Apply: Public
Pay Plan: GS-0318-05/05
Appointment Term: Permanent
Job Status: Full-Time
Opening Date: 6/5/2006
Salary: From 28,349.00 to 36,856.00 USD per year

6/19/2006 [Secretary \(Office Automation\)](#)

Location: Edinburg, TX Plant Protection and Quarantine, Aircraft and Equipment Operations APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to pa ...[\[more\]](#)

Agriculture,
Animal & Plant
Health
Inspection
Service

US-TX-
Edinburg, TX

28,349.00+

Vacancy Ann. #: 6PQ-2006-0004
Who May Apply: Status Candidates
Pay Plan: GS-0318-05/05
Appointment Term: Permanent
Job Status: Full-Time
Opening Date: 6/6/2006
Salary: From 28,349.00 to 36,856.00 USD per year



USAJOBS is the official job site of the United States Federal Government.

It's your one-stop source for Federal jobs and employment information.

[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

Animal & Plant Health Inspection Service

Department: **Department Of Agriculture**Agency: **Animal & Plant Health Inspection Service**Sub Agency: **Marketing & Regulatory Programs**

Job Announcement Number:

6PQ-2006-0004**Overview**[Duties](#)[Qualifications and Evaluation](#)[Benefits and Other Information](#)[How to Apply](#)[Back to Search Results](#)

Secretary (Office Automation)

[View vacancy announcement](#)**SALARY RANGE:** 28,349.00 - 36,856.00 USD per year**OPEN PERIOD:** Tuesday, June 06, 2006
to Monday, June 19, 2006**SERIES & GRADE:** GS-0318-05/05**POSITION INFORMATION:** Full-Time Permanent**PROMOTION POTENTIAL:** 05**DUTY LOCATIONS:** 1 vacancy - Edinburg, TX**WHO MAY BE CONSIDERED:**

Current and former federal employees within the Edinburg, TX local commuting area with competitive status (including reinstatement eligibles) and others under special hiring authorities. Go to the following website for a list of these authorities:

http://www.aphis.usda.gov/mrpbs/job_opportunities_main.html

***Applicants NOT in the these groups should apply to Case Exam vacancy announcement # [24PQ-2006-0008].

Be sure to print this entire vacancy announcement. It will help you to apply for the job!

Standards<http://www.opm.gov/qualifications/>

If you are found qualified for this position, you will ONLY be considered at the grade level(s) for which you applied

...As a condition of employment, appropriate security clearance is required for this position.

...Applicants must be qualified typists (40 WPM).

HOW YOU WILL BE EVALUATED:[Top ▲](#)

An automated scoring system will be used to initially rank applicants based on their answers to the vacancy specific questions. Your self-determined rating, narrative responses, and resume will then be reviewed. The final rating will be determined based on all the information provided in the application package. Please ensure your resume and narrative responses provide enough detail to support your answers to the vacancy specific questions.

To preview questions please [click here](#).

[← Back to Search Results](#)

[Overview](#) | [Duties](#) | **[Qualifications and Evaluation](#)** | [Benefits and other Information](#) | [How to Apply](#)

**APPLY ONLINE****PRINT PREVIEW****EMAIL A FRIEND****Send Mail**

Send Mail to:
Marketing & Regulatory Programs

**Questions?**

For questions about this job:
Human Resources



United States Department of Agriculture



This is a PREVIEW ONLY! To apply for the vacancy you will answer the questions online.

Specific Questions

Grade: 05

GS-5 - Choose one answer that best describes your education and experience.

1. I possess at least one year of specialized experience equivalent to at least the GS-4 grade level in Federal service performing work related to the duties of the position described in the vacancy announcement.
2. I have successfully completed four full years of education above the high school level.
3. I possess a combination of post-high school education and specialized experience.
4. I do not meet any of the requirements as described.

Grades

Do you type at least 40 wpm?

Yes No



5. To see more detailed information regarding your status for positions you have applied for with this agency, click on the *more information* link in the application status column.
6. You will be redirected to our system to view the details of your application
7. Once you have been redirected the [View Detailed Status of applications with this agency] option will be selected for you. Click on [Continue] and you will see the more detailed explanation of your status.

This *Track your online job applications* option is the only notification you will receive concerning the status of your application. No additional correspondence will be sent.

If you have questions about your rating please submit your questions in writing via e-mail or USPS mail to the contact listed in the *Agency Contact* section of this announcement.

Click Apply Online to begin applying to this job.

[← Back to Search Results](#)

[Overview](#) | [Duties](#) | [Qualifications and Evaluation](#) | [Benefits and other Information](#) | **[How to Apply](#)**

APPLY ONLINE

PRINT PREVIEW

EMAIL A FRIEND



Send Mail

Send Mail to:

Marketing & Regulatory Programs
100 N. 6th Street
Butler Square Bld, 5th Floor, Suite 510 C
Minneapolis, MN 55403
Fax: 612-370-2209



Questions?

For questions about this job:

Human Resources
Phone: 612-336-3401
Fax: 612-370-2209
Internet:
charlotte.f.drone@aphis.usda.gov

USAJOBS- SELECT RESUME



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

[Log Out](#)

Apply Online to the following job:

Job Title: HR Specialist Assistant

Agency: Federal Organization

Job Location: Washington DC Metro Area, DC, District of Columbia

Resume - Select one of your stored resumes to send:

Step 1. Select relevant resume

Apply for this position now!

Step 2. Click to apply.



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)
[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)
[Contact Us](#) | [Privacy Act and Public Burden Information](#)



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



We are now bringing you to the system used by the

**Animal & Plant Health Inspection
Service**

**to complete the application process.
You'll be returned to USAJOBS upon completion.**

(Your browser should automatically take you there in 15 seconds.)





United States Department of Agriculture



Welcome

You have arrived here from Recruitment One Stop to continue your application.

Marketing & Regulatory Programs

Q-2006-0004 Secretary (Office Automation)

Based upon our information, you have visited our site in the past. What would you like to do?

[Update my information that is on file](#)

[Take me to the Assessment](#)

[Continue](#)

Returning applicants will see this screen and have two options:

1. Update registration information
2. Continue application process

Questions, Comments or Feedback can be directed to

Welcome

WELCOME – QUICKHIRE APPLICANT SITE

NEW USER

You have arrived here from Recruitment One Stop to continue your application.

Federal Organization

First-time users will see this screen.

HQ-N-2005-0113 HR Specialist Assistant

Please click on continue to move to the next step in the process. We need to collect a few more pieces of information before we continue the application steps remaining to complete the application.

Continue

Click on “Continue” to register and then apply for the job

QuickHire - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites RSS Print Mail News Groups

Address <https://jobs1.quickhire.com/scripts/usda.exe/RosMoveOn> Go Links

Google Search 245 blocked Check AutoLink AutoFill Options

USDA United States Department of Agriculture



User Information

Please note: Your SSN and birthdate are used only by the Human Resources staff to uniquely identify you. This information is only available to those directly involved in the hiring process.

* First Name

MI

* Last Name

* Date of Birth

* SSN (Format XXX-XX-XXXX)

* Address1

Address2

Address3

* Indicates a required field.

start 3 Microsoft Outlook Draft Presentation... Draft Presentation... QuickHire - Microso... 11:08 AM

Notification Preferences

1. ☒ I would NOT like to be notified by email about new job postings.
2. ☐ I would like to be notified by email about ALL new job postings.
- ☐ I would like to be notified by email about new job postings that meet my specified email notification criteria.
(Email notification criteria will be selected on the next page.)

☐ Go to the Email Notification Selection Criteria Review page. Note: this checkbox should only be checked if you have previously specified your Email Notification Selection Criteria.

If you indicated you want to be notified about job openings, you will be notified from now on about any new jobs that open up or existing jobs that are updated, however you will need to scan the web site now to see what jobs are currently available. Being notified is dependent on having entered a valid e-mail address. Please be sure your e-mail address is correct.

Important instructions!

When you have filled out the above information and are ready to continue:

"Single click" on the NEXT button, be patient and wait the several seconds until the next screen of questions appears on your browser.

If you "double click" or "click on the NEXT button" again while the hourglass is being displayed before the next screen comes up, you may get a message indicating that duplicate SSNs are not allowed. If this happens, you can login with the E-Mail ID and password that you have just entered, or select the "Forgot your password" option. Login and select the "Edit personal information" option to complete your applicant profile.

When the screen of eligibility questions does display, it must be completed and saved before you are allowed to apply for any jobs within USDA SYSTEM (Demographic Data is optional)


You must click on the "Next" button to save your changes.




United States Department of Agriculture




Questions require a response to be considered for any position.

Questions with an  are required to proceed to the next page.

 1. Are you a current Federal Employee? (Farm Service Agency - Permanent County Office Employees and U.S. Public Health Services Commissioned Corps should answer "yes" to this question)

- 1. ☒ Yes
- 2. ☐ No
- 3. ☐ Work with one or more Federal agencies, but employed by a private company that provides contract services to the Federal Government.

 2. If you are a Federal employee, under what type of appointment are you currently serving?

- 1. ☒ Not Applicable
- 2. ☐ Competitive service, Career
- 3. ☐ Competitive service, Career-Conditional
- 4. ☐ U.S. Public Health Commissioned Corps
- 5. ☐ ...



United States Department of Agriculture



Your registration information has been saved!

USDA SYSTEM ID 16924 has been updated!

Based upon the information provided you are eligible for the announcement types listed below

Public Non-Status Positions	Open to all qualified candidates, including Federal employees.
Public Status Positions	Unless otherwise stated on the vacancy announcement, Open to current or former Federal employees with Federal competitive employment status obtained through a current or former permanent competitive service appointment with the Federal government or to individuals with eligibility for noncompetitive special appointing authority or to Veterans eligible under the Veterans Employment Opportunity Act of 1998.
Internal Positions	Open to Internal employees serving on permanent competitive service appointments or to Internal employees serving under certain noncompetitive special appointing authorities.

Based upon the information provided your additional status information is as follows:

Eligible for appointment under Special Appointing Authority



United States Department of Agriculture



Grade and Location Selection

This position is offered at multiple grade levels. To better determine your eligibility you can opt in for the grades for which you would like to compete. You will be considered separately for each grade you select. Select from the list below.

*** Please indicate the grades for which you wish to be considered.**

Check all that apply

1. ☐ Grade 05

To better match applicants with location preferences, indicate location preferences below.

*** Please indicate the locations for which you wish to be considered.**

Check all that apply

1. ☐ Edinburg, TX



Generate Auto-Requested Fax Cover Sheets

In order to be considered for a position, you must provide the requested documentation. Please print out a fax cover sheet for each of the requested documents and fax the cover sheet and document to the phone number indicated on the fax coversheet.

For each requested document, please print a fax cover sheet by selecting the checkbox in the "Select Cover Sheet" column and click on the "Print Cover Sheet" button. In order to print the cover sheet, you must be connected to a printer.

You must follow the *Fax Instructions* very carefully for us to be able to process your faxed documents correctly. Please click on the link below to view Fax Instructions. We recommend that you print these instructions and keep them handy while faxing. [View Fax Instructions](#)

DOCUMENT TYPE	SELECT COVER SHEET	STATUS
SF-50	<input type="checkbox"/>	Not Received
College Transcripts	<input type="checkbox"/>	Not Received
Schedule A Certification	<input type="checkbox"/>	Not Received

[Print Cover Sheet](#)

[View Fax Instructions](#)

In the final step of applying for certain jobs, applicants may be asked to fax in certain documents. These documents are required in order for the applicant to be considered for that position. The applicant must select the relevant cover sheet and click the "Print Cover Sheet" to begin the process.



Fax Instructions

- Select the documents** that you need a cover sheet for, by placing a check-mark in the "Select Cover Sheet" box. *Only select the requested documents that are relevant to you. Create the cover sheets* by clicking on the "Print Cover Sheet" button. This will create cover sheets for all of the selected documents in a new window.
- Print the cover sheets.** If you are not connected to a printer you can return to this application later as a registered user and print at that time. There is special data on the cover sheet that enables us to process your faxed document without human intervention. *Do not edit the cover sheet or write anything on it. Make sure the printout is un-skewed, clear, and legible with a white background.*
- Create fax set(s).** Place cover sheet on top of the requested document. The data on the cover sheet is read using Optical Character Recognition technology and identifies the applicant, document, and vacancy as applicable. *If the fax is coming through a commercial facsimile provider, ensure that their company cover sheet does not go on top of the cover sheet that was printed from the application. We cannot process your document if the first sheet in the fax is anything other than the cover sheet created by our application.*
- Fax each set separately.** For example, if you have to send ten documents you will need to send ten separate faxes with ten different fax cover sheets as the first page in each set. *Find out the correct way to place the document(s) in the fax machine in order to avoid sending the faxed documents upside-down, back-side, or skewed. If you fax two sets with the same cover sheet the second fax will replace the first one in our system.*
- Check for confirmation emails** for all documents that you have faxed. Confirmation emails are sent automatically after we receive the faxed cover sheet. *Also, check the status on your fax machine to ensure that the entire fax including cover sheet and document were sent successfully.*
- Fix the problem and submit the fax again** if you did not receive a confirmation email for a document. Please be aware that some email systems may place our confirmation emails in "junk" or "bulk" folder.



Fax Instructions Graphics

FAX=45
DB=3

Please do not write or mark above this line.)

Fax Cover Sheet

To:	QuickHire-Fax Imaging	From:	MACBEAN, SCOTT
Fax:	1-301-562-8968	Pages:	
Phone:		Date:	
Subject:	Applicant Documentation: SF-50		

Fax Instructions

Fax the appropriate cover sheet and a legible copy of the corresponding document. Each document must be dialed and faxed in separately as each sheet includes an identification number, which ensures your document is processed correctly. You should receive an email that the fax has been received by HR. If you do not receive the email then please fax the document again or contact Jeffrey.Shen@usda.gov.

Personal Info

QUICKHIRE – PREVIEW APPLICATION

First Name:	JACK
MI:	
Last Name:	JOHNSON
Address1:	123 FOUR STREET
Address2:	
City:	ARLINGTON
State:	VA
Zip Code:	22204
Plus 4:	
Phone:	123-123-4321
Email:	jajohnson@hotmail.com
US Citizen:	Y
Veteran Preference:	Not a veteran
Start of Service:	
End of Service:	

Preview entire application:

1. Personal Information
2. Core Questions
3. Vacancy Questions
4. Resume Review

Core Questions

Grade	Number	Question	Answer
	1	Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years) ?	No
	3	Are you a current Federal employee?	No
	4	Are you a current Federal employee serving under a Veteran's Recruitment Appointment(VRA) ?	No
	5	If you are a current Federal employee, by what agency and organization are you employed?	Not applicable
	8	If you are a Federal employee, under what type of appointment are you currently serving?	Not applicable
	10	If you are NOT a current Federal employee, do you have reinstatement eligibility ?	Not applicable
	15	Have you accepted a buyout from a Federal agency within the past 5 years?	Not applicable
	16	Are you eligible for an excepted appointment under the Federal Employment Program for Persons with Disabilities ? Individuals who have a physical or mental impairment that limits one or more major life activities AND have been certified by a State Department of Vocational Services are eligible for appointment under a variety of excepted service authorities under this program.	I prefer not to answer this question
	17	Are you eligible for noncompetitive appointment under a Special Appointing Authority ?	Yes

40	If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System (select "Not applicable" if this question does not apply to you)?	Not applicable
----	---	----------------

Vacancy Questions

Grade	Number	Question	Answer
13	1	Have used two-way radios to receive and transmit messages	I have supervised performance of this task and / or I have trained others in performance and / or am normally consulted by others as an expert for assistance in performing this task
13	2	Completed trip tickets and preventative maintenance records	I have supervised performance of this task and / or I have trained others in performance and / or am normally consulted by others as an expert for assistance in performing this task
13	3	Loaded and arranged cargo so that it does not shift or fall during transport	I have supervised performance of this task and / or I have trained others in performance and / or am normally consulted by others as an expert for assistance in performing this task
13	4	Operated motor vehicles with manual transmissions	I have supervised performance of this task and / or I have trained others in performance and / or am normally consulted by others as an expert for assistance in performing this task
13	5	Completed safety training for motor vehicles	Yes
13	6	Have you ever had your driver's license suspended or revoked?	No
13	7	Have you been given a ticket or arrested for breaking a driving law during the last five years? (Do not include parking tickets)	No
13	8	Provided for standard feeds and liquids	I have supervised performance of this task and / or I have trained others in performance and / or am normally consulted by others as an expert for assistance in performing this task
13	9	Observed animals for obvious changes of appearance and activity	I have supervised performance of this task and / or I have trained others in performance and / or am normally consulted by others as an expert for assistance in performing this task

Resume Review for this Vacancy

Below is the resume, retrieved from Recruitment One Stop, that will be used for this vacancy. Please verify it is the correct resume for this announcement. If it is not, update your resume on ROS and re-apply for this announcement.

Salary: \$5,000 USD per year

Hours per week: 40

HR Admin Specialist

Responds to employee requests for information concerning policies, procedures, and benefits.

Verifies and processes employee payroll information and authorizes payroll to make appropriate deductions, etc.

Maintains a complete and accurate employee database in the HR management information system.

Maintains employee personnel, medical, and related personnel files.

Processes claims and appeals for unemployment insurance benefits.

Receives and audits benefits billing information for HR Manager to ensure accuracy of information received regarding employee

Processes and coordinates COBRA coverage between various entities.

Assists Risk Manager in processing and coordinating Worker's Compensation paperwork, activities, and audits.

Under the direction of the HR Manager, maintains all documentation necessary for the City's federally mandated Affirmative Action

Prepares payment authorizations for benefits billings and HR purchases.

Generates and collates Human Resources and Department of Administration reports and participates in research and other projects

Provides coverage and assistance to other Department of Administration positions as needed.

Performs other duties as assigned.

EDUCATION

Penn State University

York, Pennsylvania

US

Bachelor's Degree

LANGUAGES

Spanish

Spoken: Advanced

Written: Advanced

Read: Advanced

REFERENCES

John Myers

Merger, Inc.

HR Manager

Phone Number: 703-321-1234

Reference Type: Professional

Click "Finished" after satisfactory review of application.

If applicant would like to edit application, he/she has to still complete this application process. Then the applicant must return to USAJobs, log in AGAIN and repeat entire process.

Finished

QuickHire. Xi

Questions, Comments or Feedback can be directed to bwashington@quickhire.com

QuickHire® Evaluate the People. Not the Paper. All Rights Reserved.



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



We are now bringing you back to the

USAJOBS

site to complete your application.

(Your browser should automatically take you there in 15 seconds.)



USAJOBS – APPLICATION STATUS



USAJOBS is the official job site of the United States Federal Government.
It's your one-stop source for Federal jobs and employment information.



[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)

[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)

[Log Out](#)

[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

Application Status

Only after applicants have returned to USAJOBS
is application complete.

Your resume has been **SENT** to **Hiring Federal Agency** for consideration on HQ-N-2005-0113, HR Specialist Assistant.

Please read the vacancy announcement carefully. Make sure that you are sending all the required additional documentation. Submitting your resume may not be the only step in the application process.

[Click here](#) to search again.

[Click here](#) to track your job application with us.



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



[Home](#) | [Search Jobs](#) | [My USAJOBS](#) | [Forms](#)

[FAQS](#) | [Privacy Policy](#) | [Help](#) | [Site Map](#)

[Contact Us](#) | [Privacy Act and Public Burden Information](#)



USAJOBS is the official job site of the United States Federal Government.

It's your one-stop source for Federal jobs and employment information.

[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)[Log Out](#)[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

USAJOBS Online Application History

IMPORTANT! Please note that your application history only logs applications initiated using your USAJOBS resume and the USAJOBS online application process. Unfortunately, we don't have a record of your application if it was submitted through the mail or through another automated system. Each record will be deleted 18 months after Initial Application Date. You may want to print this page for future reference.

Applications 1 to 8		Page: [1]		Page 1 of 1	
Initial Application Date	Job Summary	Job Status	Agency Name	Last Application Update	 Application Status
6/19/2006	Secretary (Office Automation) Job Announcement Number: 6PQ-2006-0004 Pay Plan: GS-0318-05/05 Location: US-TX-McAllen, Pharr & Edinburg area	Active	Animal & Plant Health Inspection Service	6/19/2006	Application Started more information...
6/2/2006	ECONOMIST Job Announcement Number: WA113075-LLI Pay Plan: GS-0110-07/05	Expired	Animal & Plant Health Inspection	6/2/2006	Application Started

Click here to view detailed applicant status and Generate fax cover sheet



United States Department of Agriculture



Welcome

You have arrived here from Recruitment One Stop

Based upon our information, you have visited our site in the past. What would you like to do?

[View Detailed Status of applications with this agency](#)

[View/Generate Fax Cover Sheets](#)

[Continue](#)

Questions, Comments or Feedback can be directed to



United States Department of Agriculture



Current Application Status

You have not submitted any applications for any announcements.

[View Open Announcements](#)

QuickHire. Xi

Questions, Comments or Feedback can be directed to Jeffrey.Shen@usda.gov

QuickHire®: Evaluate the People, Not the Paper. All Rights Reserved.

Current Application Status

We have received your application for the following announcements. To return to this page in the future when applying for a job via USAJobs, you should login to the USAJobs site and choose the Track your online job Applications link. A Detailed Status link for all jobs to which you have applied will be displayed. Choosing the Detailed Status link will allow you to access the option to view your application status.

ANNOUNCEMENT #	JOB TITLE	VACANCY STATUS	APPLICATION STATUS	COMMENTS	Email
HQ-N-2005-0113	HR Specialist Assistant	Application Received	Grade 04:Application Received	No Comment	EMAIL

[Return to ROS](#)



Questions, Comments or Feedback can be directed to bwashington@quickhire.com
QuickHire®: Evaluate the People, Not the Paper. All Rights Reserved.



United States Department of Agriculture



Welcome

You have arrived here from Recruitment One Stop

Based upon our information, you have visited our site in the past. What would you like to do?

[View Detailed Status of applications with this agency](#)

[View/Generate Fax Cover Sheets](#)

[Continue](#)

Questions, Comments or Feedback can be directed to



United States Department of Agriculture



Generate Fax Cover Sheets

Your application has been received for the announcements listed below. In order to be considered for the position, you must provide the requested documentation. Please print out a fax cover sheet for each of the requested documents and fax the cover sheet and document to the phone number indicated on the fax coversheet.

For each requested document, please print a fax cover sheet by selecting the checkbox in the "Select Cover Sheet" column and click on the "Print Cover Sheet" button. In order to print the cover sheet, you must be connected to a printer.

When you return to this page in the future when applying for a job via USAJobs, you should login to the USAJobs site and choose the "Track your online applications" link. A Detailed Status link for all jobs to which you have applied will be displayed. Choosing the Detailed Status link will allow you to access the option to Generate Fax Cover Sheets.

You must follow the [Fax Instructions](#) very carefully for us to be able to process your faxed documents correctly. Please click on the link below to view Fax Instructions. We recommend that you print these instructions and keep them handy while faxing. [View Fax Instructions](#)

ANNOUNCEMENT #	JOB TITLE	TIME REQUESTED	DOCUMENT TYPE	SELECT COVER SHEET	STATUS
Not Applicable	Not Applicable	Requested At Registration	SF-50	<input type="checkbox"/>	Not Received
Not Applicable	Not Applicable	Requested At Registration	College Transcripts	<input type="checkbox"/>	Not Received
Not Applicable	Not Applicable	Requested At Registration	Schedule A Certification	<input type="checkbox"/>	Not Received

When your documents have been received, this box will show the date and time of receipt



USAJOBS is the official job site of the United States Federal Government.

It's your one-stop source for Federal jobs and employment information.

[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)[Log Out](#)

Welcome back, Scott MacBean

When using your account, you can view and edit your [Account Profile](#), anytime. Track your online job [Applications](#).

▶ MY RESUMES

Create, edit and manage your resumes on the [Manage Resumes](#) page.

Resume 1: [Resume](#)

▶ MY JOB SEARCH AGENTS

Get your job search agent results here.

[Create New Agent](#)

NEW USAJOBS Alerts

Are you eligible for reinstatement? If you held a career or career-conditional appointment for 3 years, you might be eligible. To find out more, go to <http://www.usajobs.opm.gov/EI2.asp>.

Current Profile Info

Scott MacBean

Email:
scott.macbean@monster.com

If you're not
Scott MacBean,
[click here](#)

Has your email address changed?
Have you moved? [Click here](#) to update
your account profile.



USAJOBS is the official job site of the United States Federal Government.

It's your one-stop source for Federal jobs and employment information.

[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)[Log Out](#)[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

Create Job Search Agents

Create up to ten search agents to find jobs matching your specific criteria. They'll search around the clock and email you the results.

Job Locations

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

DC-Washington	▲
DE	▬
DE-Dover	
DE-New Castle	
DE-Throughout Delaware	▼

Job Categories

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

Education	▲
Engineering and Architecture	▬
Equipment, Facilities, and Services	
Human Resources	
Information, Arts and Public Affairs	▼





Occupational Series

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

0299 - Human Resources Management Student
0201 - Human Resources Specialist
1316 - Hydrologic Technician
1315 - Hydrologist
1020 - Illustrator

Agencies

For multiple selections, hold down **Ctrl** (**Command** for Macs) while clicking selections.

Agency For International Development
AGRICULTURE, DEPARTMENT OF
Agricultural Marketing Service
Agricultural Research Service
Agriculture, Homeland Security Staff

Salary Range

from 100 to 200

OR

Pay Grade Range

from to

Senior Executive

☐ Restrict results to only Senior Executive Service postings that match this search criteria

Applicant Eligibility: Are you a:

- Permanent Federal employee in a competitive position, excepted service position covered by an interchange agreement or eligible for reinstatement?
- Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- Person with non-competitive appointment eligibility?

☐ No ☒ Yes



**How Often Do You Want to Receive Email Notification?**

☒ Daily ☐ Weekly ☐ Bi-Weekly ☐ Monthly ☐ None

Position Type

Select the type of job you would like to search for.

☐ Part-Time ☒ Full-Time

Title Search

Use keywords that are in the title of job of interest.

Search Keywords

Use keywords to describe your specific skills or areas of interest.

Agent title *

Use a name to personalize your search agent.



This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.





USAJOBS is the official job site of the United States Federal Government.

It's your one-stop source for Federal jobs and employment information.

[FAQS](#) | [PRIVACY POLICY](#) | [HELP](#) | [SITE MAP](#)[HOME](#) | [SEARCH JOBS](#) | [MY USAJOBS](#) | [FORMS](#) | [EMPLOYER SERVICES](#)[Log Out](#)[Profile](#) | [Resume](#) | [Agent](#) | [Applications](#) | [Log Out](#)

Current Job Search Agents

You have created **1** of a possible **10** agents.

Agent1	HR Specialist	Date Posted
	View Edit Delete	6/19/2006

[Create New Agent](#)

Tips on Managing Your Agents

View: View runs the agent.**Edit:** Make changes to your agent any time.**Delete:** Permanently remove your agent.